

STATEMENT of POLICY and PROCEDURE TOLKO INDUSTRIES LTD.			
Manual:	Human Resources		
Section:	Employee-Related Policies	Issued:	March 12, 2014
Subject:	Electronic Monitoring and Surveillance Policy	Effective:	May 1, 2014
Issued To:	Nicola Valley Division	Replaces:	
Owner:	Plant Manager	Version:	1.0

Anyone can contact the Site Privacy Officer for more information about Tolko's video surveillance system and with requests for access to their Personal Information collected by Tolko.

7 DEFINITIONS

Authorized Personnel – are restricted to Tolko Nicola Valley Division Managers, Supervisors and personnel having responsibility for the maintenance and operational improvement of the machinery that is being monitored. Other Tolko personnel may be designated as Authorized Personnel by a Manager when an issue is identified for investigation.

8 RESPONSIBILITIES

Job Role	Responsibilities
Site Privacy Officer	<ul style="list-style-type: none"> • Ensure the electronic monitoring and surveillance system functions as intended, is minimally intrusive on privacy, and that the components are repaired as necessary to maintain operation. • Suggest changes or additions as circumstances require. • Ensure that reception equipment and surveillance recordings (private data) are secure and only viewed as necessary by Authorized Personnel in accordance with this policy. • Dispose of recorded images in a manner that is secure and maintains privacy. • Maintain a log of instances of access to, and use of, recorded material. • Maintain a list of cameras, their location, capabilities and purposes. • Serve as the contact person for Tolko for individuals with questions regarding Tolko's video surveillance system or who have requests for access to their Personal Information collected by Tolko.
Authorized Personnel	<ul style="list-style-type: none"> • Keep confidential any recorded data they have reviewed and only discuss content on a 'need to know' basis with other Authorized Personnel.
Manager	<ul style="list-style-type: none"> • Consult with the Local Union and Plant Committee about any changes or additions to installed systems. • Designate Authorized Personnel to directly use the electronic monitoring and surveillance system.